



ARTS SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of administrative support duties in the administration and implementation and operation of the city's Cultural Services Divisions programs, services and facilities.

Supervision Received and Exercised:

Receives general supervision from Cultural Services supervisory and management staff.

Exercises functional supervision over technical, clerical, contract and volunteer Cultural Services staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Participate in assessing the needs and desires of the community as they relate to the programs, services and facilities of the Cultural Services Division.
- Participate in the preparation of program marketing materials, including news releases, flyers and brochures.
- Assist and respond to inquiries from the public regarding programs, services and facilities of the Cultural Services Division.
- Participate in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with the delivery of programs and services and the operation of facilities of the Cultural Services Division.
- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.

Effective October 1994

Revised and title change March 30, 2006

Revised August 2006 (add'l duties and qualifications)

CITY OF TEMPE
Arts Specialist (continued)

- Perform related duties as assigned.

When assigned to Public Art Program:

- Assist with the City of Tempe Public Art and Art in Private Development Programs.
- Participate in the process for selecting artists for commissioned projects including writing and distributing Requests for Qualifications/Requests for Proposals and assisting with selection panels and public presentations of proposals.
- Develop contracts with artists for the purchase of artwork and commissioning of public art.
- Assist and respond to other city departments through the design development and review process of projects which include a public art element.
- Monitor on-site art installations and execute routine site visits.
- Maintain service contracts for the maintenance and conservation of public art owned by the city.
- Assist with private individuals and/or nonprofit organizations for the receipt of donated artwork.
- Assist with the applications for state and/or regional grants related to public art.

When assigned to Arts Instructional Program

- Assist with the city of Tempe Arts Instructional Program.
- Participate in the organization, scheduling and implementation of instructional and cultural programs, activities, and special events for youth and adults.
- Administer contracts with arts instructors, dance and theater groups for community performances and arts instructional services.
- Distribute equipment and supplies for the Arts Instructional Program.
- Monitor expenses for the Arts Instructional Program.
- Participate in the implementation of the policies and procedures relating to the Arts Instructional Program.

CITY OF TEMPE
Arts Specialist (continued)

- Assist in monitoring records and reports for the Arts Instructional Program.

When assigned to TCA Box Office

- Oversee the day to day operation of the Tempe Center for the Arts (TCA) box office; supervise ticket selling, cash management and customer service functions.
- Operate all aspects of the TCA's computerized ticketing system, including but not limited to, program, set-up and configure event and season information for sales, data collection and reporting.
- Maintain patron database.
- Establish, develop and implement box office operation and sales policies and procedures.
- Maintain records of box office sales, receipts and ticket transactions.
- Prepare and monitor box office operating budget; provide daily box office reports, settlements and statistical data for each event.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent to two years of fulltime work experience assisting with the organization, coordination and implementation of public art programs, cultural arts or visual arts programs.

When assigned to TCA box office:

Equivalent to two years of fulltime work experience in box office supervision and ticketing sales utilizing automatic computerized ticketing systems.

CITY OF TEMPE
Arts Specialist (continued)

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in arts history, fine arts, humanities, education or a related field.

When assigned to TCA box office:

Equivalent to an Associate's degree from an accredited college or university with major course work in arts management, business, humanities or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0802

FLSA: Exempt